

## CHAPTER 11

# OVERSEAS TRAVEL AND ORDERS

This chapter contains a discussion of overseas Service. As you read this chapter, you will learn about command sponsorship of dependents at overseas duty stations, permanent change of station (PCS) of members traveling to overseas locations accompanied by dependents, and dependents traveling overseas without the sponsor. You will also learn the purpose and restriction on use of a no-fee passport, and be able to explain terms associated with passport and visa requirements. Additionally, you will be able to identify some of the forms used when applying for passports, application procedures, and visa requirements. Finally, you will be able to identify the types of orders and recognize the purpose of the travel certificate separation without orders.

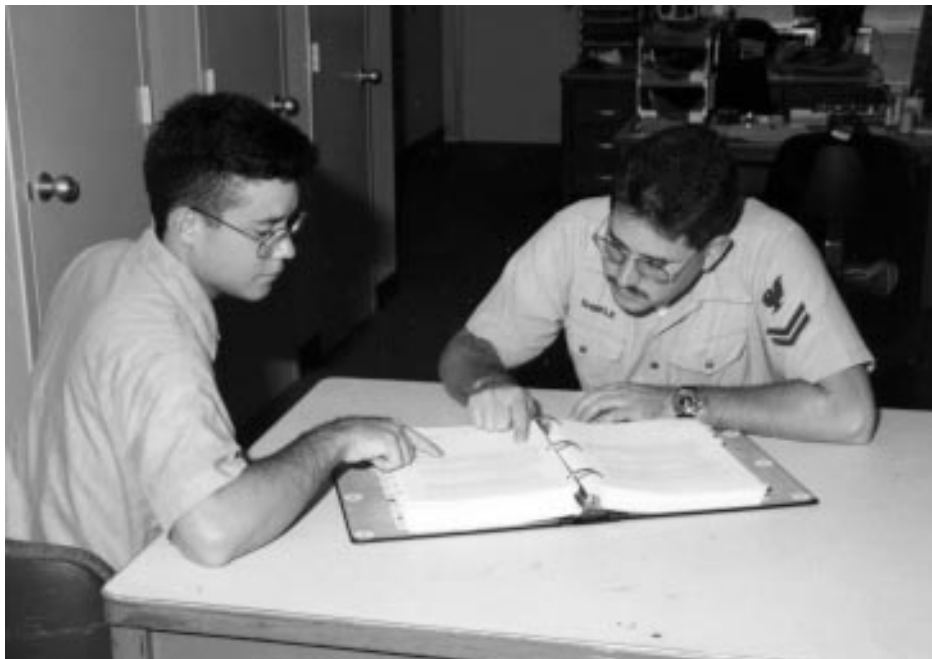
### OVERSEAS SERVICE

As a PN you will be involved in processing overseas transfers at one time or another in your career. You must realize before hand the importance of properly screening all personnel who are under orders to an overseas activity.

Proper screening of personnel and their dependents before their actual transfer prevents a subsequent early return because of unsuitability. Refer to figures 11-1 and 11-2, which show you two different Sailors being interviewed for overseas assignment by two different transfer PNs. Notice the care they display in explaining to individuals their specific requirements. You should do the same.

In this section, a discussion on screening of personnel for actual overseas activities is presented. Also discussed is the requirement for screening personnel for certain activities that are not considered overseas but do require the use and completion of the Report of Suitability for Overseas Assignment, NAVPERS 1300/16.

Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the forty-eight contiguous United States. Hawaii is considered all overseas area, but is exempt from personnel screening



**Figure 11-1.—PN2 is shown here explaining information to a young Sailor from the ENLTRANSMAN on his prospective overseas transfer.**



**Figure 11-2.—A PN is shown here helping a First Class Petty Officer complete some of the documents required in conjunction with her overseas transfer.**

requirements with the exception of Barking Sands, Hawaii.

#### **OVERSEAS SCREENING REQUIREMENT FOR DIEGO GARCIA AND MIDWAY ISLAND**

According to chapter 24, item 275 of the *Enlisted Transfer Manual (ENLTRANSMAN)*, NAVPERS 15909, modified overseas screening is required for personnel being assigned to Diego Garcia and Midway Island. The Report of Suitability for Overseas Assignment, NAVPERS 1300/16, parts I and II, and questions 3,7,8, and 9 of part III should be completed by appropriate personnel. Appropriate personnel include the medical overseas screening coordinator, commanding officer (CO) or officer in charge (OIC) of the medical treatment facility, and the member's CO.

The CO should also complete part III of NAVPERS 1300/16 requiring his or her final approval. Figure 11-3 shows you a blank sample of a NAVPERS 1330/16.

#### **ASSIGNMENT OF PERSONNEL TO KEY WEST, FLORIDA**

The Key West, Florida, area is considered a remote or isolated location. As such, it has very limited government and civilian medical services

available to provide sufficient care to members and their dependents in some medical specialty areas. Therefore, appropriate personnel as identified previously, must complete parts I and II as well as the section of part III of NAVPERS 1300/16 requiring the CO's final approval.

#### **OVERSEAS SCREENING REQUIREMENT FOR ALL USNS VESSELS AND OTHER UNITS OPERATING IN AN OVERSEAS AREA FOR CONTEMPLATED PERIODS OF 1 YEAR OR MORE**

Members being assigned to the following activities require overseas screening:

- Any USNS vessel
- Oceanographic unit
- USS La Salle
- Commander, Maritime Propositioning Ships Squadron (COMPSRON ONE, TWO, and THREE)
- Commander, Middle East Force (COMIDEASFOR) (staff)
- Commander, Standing Naval Forces Atlantic (COMSTANAVFORLANT) (staff)

while these vessels or units are homeported in the Continental United States (CONUS), their

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT			
MEMBER'S NAME	SSN	DATE	
PRESENT SHIP/STATION	UIC	OVERSEAS LOCATION	UIC
ISOLATED <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>PART I: MEDICAL OVERSEAS SCREENING COORDINATORS SUMMARY.</b> <b>A. LIST OF PERSONS SCREENED:</b> 1. _____ 3. _____ 2. _____ 4. _____			
<b>B. REVIEW CHECKLIST:</b> <div style="display: flex; justify-content: space-between;"> <span>YES</span> <span>NO</span> </div> <div style="margin-top: 5px;">           1. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has NAVMED 1300/1 been completed and enclosed for each individual listed above?         </div> <div style="margin-top: 5px;">           2. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is any chronic condition noted in the medical/dental screenings?                a. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> If 'YES,' has the receiving MTF's/DTF's reply regarding suitability of the sponsor or family member been enclosed?                b. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> If 'YES,' does the Exceptional Family Member (EFM) Coordinator endorse dependents for this overseas assignment? If 'NO,' state reason(s):                  _____                  _____                  _____         </div> <div style="margin-top: 5px;">           3. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Are servicemember's HIV test results in Medical/Dental Records?                Date of HIV Test: _____         </div> <div style="margin-top: 5px;">           4. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Does the Family Advocacy Program (FAP) Representative endorse member/dependents for overseas assignment?         </div>			
<b>C. OVERSEAS SCREENING COORDINATORS CERTIFICATION:</b> An administrative review of the Medical and Dental Records of the individuals indicated above has been accomplished. All conditions and/or illnesses indicated have been addressed and steps have been taken to ensure that the capabilities are available at the prospective Medical/Dental Treatment Facility.			
Coordinator's Signature _____		Date _____	
Coordinator's Duty Station _____		Print Coordinator's Name _____	
		AV Phone No. _____	

MEMBER'S NAME	SSN	DATE
<b>PART II: RECOMMENDATION OF COMMANDING OFFICER (OR OIC) OF MEDICAL TREATMENT FACILITY.</b> <b>A. Based on the information available as a result of screening and on the capabilities of the Medical/Dental Treatment Facility in the area of assignment to which ordered, the following recommendation is forwarded:</b> <div style="display: flex; justify-content: space-between;"> <span>YES</span> <span>NO</span> </div> <div style="margin-top: 5px;">           1. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is the servicemember recommended for this overseas assignment?                If no, state reasons:                _____                _____                _____         </div> <div style="margin-top: 5px;">           2. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Regardless of whether or not this is to be an accompanied tour, are all family members (spouse/dependent(s)) recommended for this overseas assignment? If not, state reasons:                _____                _____                _____         </div>		
Medical Treatment Facility: _____		
Signature of CO/OIC or Designee of Medical Treatment Facility _____		Date _____
Print name of CO/OIC or Designee of Medical Treatment Facility _____		
<b>PART III: COMMAND REVIEW.</b> The purpose of the Command Review is to determine, via record review and personal interview, member and spouse/dependent(s)' suitability for overseas duty/life in the assigned overseas location. (To be completed by Commanding Officer of transferring command.)		
<div style="display: flex; justify-content: space-between;"> <span>YES</span> <span>NO</span> </div> <div style="margin-top: 5px;">           1. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Does the member or any of his/her spouse/dependent(s) have knowledge of any ongoing medical/dental problem or treatment that was not addressed in the medical/dental screening?                If 'YES,' return member and/or spouse/dependent(s) to medical screening authority to include these problems in the screening.                If 'NO,' continue screening.         </div> <div style="margin-top: 5px;">           2. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has the member or any spouse/dependent(s) previously been reassigned, prior to normal tour completion, due to their individual unsuitability?                <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> If 'YES,' does the reason for previous reassignment still exist?                (Explain in remarks section.)         </div> <div style="margin-top: 5px;">           3. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has the member previously been reassigned, prior to normal tour completion, due to unsuitability of member's dependents?                <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> If 'YES,' does the reason for previous reassignment still exist?                (Explain in remarks section.)         </div>		

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NAVPERS 1300/16 (REV. 12-80)

(2)

Figure 11-3.—Report of Suitability for Overseas Assignment, NAVPERS 1300/16.

RCS BUPERS 1300-1

MEMBER'S NAME		SSN	DATE
YES	NO		
4. [ ] [ ] [ ]	Does the member have serious problems of indebtedness, credit loss or other financial problems which have not been reconciled with the creditor(s) or interested parties?		
5. [ ] [ ] [ ]	Has the member or spouse/dependent(s) been convicted for any civilian felonies or misdemeanors within the last 24 months (include pre-service time), e.g., crimes of violence, larceny, driving under the influence of alcohol, assault?		
6. [ ] [ ] [ ]	Does the member have a record of military offenses within the last 24 months which should preclude overseas assignment, e.g., two or more Captain's meals, several minor unexcused absences, a lengthy unauthorized absence? (One time major offenses in the current enlistment are considered disqualifying as well.)		
7. [ ] [ ] [ ]	Does the member or spouse/dependent(s) have a record of any involvement with illegal drugs within the past 24 months? (Exceptions are recent enlistees who received an enlistment waiver or from whom no waiver was required for enlistment.)		
8. [ ] [ ] [ ]	Does the member or spouse/dependent(s) have a record of unresolved alcohol abuse within the past 24 months?		
9. [ ] [ ] [ ]	Has the member or spouse/dependent(s) been treated for alcohol abuse within the last 6 months? (Include pre-service time.)		
10. [ ] [ ] [ ]	Does the member have a history of unsatisfactory or marginal performance within the past 24 months?		
11. [ ] [ ] [ ]	If member is being assigned a consecutive overseas tour, does the member have less than a 2.5 Overall Trait Average during current overseas tour? See EMLTRANSNAV article 4.C23 for waiver criteria (not applicable for officers).		
12. [ ] [ ] [ ]	Does the member have a spouse/dependent(s) who has long-term special medical/dental needs and/or is enrolled in special education? If "YES," member must be screened for the Exceptional Family Member (EFM) Program. Ensure that the EFM application has been submitted.		
13. [ ] [ ] [ ]	Is the member or spouse/dependent(s) involved in the Family Advocacy Program?		
14. [ ] [ ] [ ]	Was the member's spouse previously a member of the armed forces? If so, what was the character of separation? (Explain in remarks section if other than Honorable.)		
15. [ ] [ ] [ ]	Does member/spouse have legal custody of all accompanying minor dependents?		
16. [ ] [ ] [ ]	Are any of the member's dependents covered in a custody agreement? If "NO," go to question 17.		
a. [ ] [ ] [ ]	Does agreement prevent removal of dependents from CONUS without prior court approval or agreement between the interested parties? If "NO," go to question 17.		

NAVPERS 1300/16 (REV. 12-90)

(3)

RCS BUPERS 1300-1

MEMBER'S NAME		SSN	DATE
YES	NO		
b. [ ] [ ] [ ]	Has member obtained prior court approval or requisite agreement from other interested party for removal of dependents from CONUS, if required by state law. (Please Note: Navy policy does not require a separate agreement if not required by state law.)		
17. [ ] [ ] [ ]	Does the member meet Navy physical readiness criteria, including body fat percentage (OPNAVINST 6110.1 series)?		
18. [ ] [ ] [ ]	(Single parents/military couples with dependents) Have dependent care requirements been met in accordance with OPNAVINST 1740.4 series?		
NOTE: While the unique situation of single parents with dependents is not in itself disqualifying, this fact should be pointed out upon submission of message certification of screening to BUPERS. (Pers-40)/(Pers-462)/(EFMAC).			
A check in any "YES" box in the above section can result in non-endorsement of the member depending on (a) the reason for the "YES" check and (b) the nature of the overseas assignment.			
NOTE: If the reason(s) for previous reassignment in question 2 or 3 no longer exist(s), the question is counted as a "NO" check. A member with a combination of minor problems in the areas questioned above may be unsuitable as well as an individual with major offenses/problems on record.			
REMARKS:			
I, _____, am aware that failure to divulge disqualifying information, or amplifying information (medical/dental/personal) pertaining to the above questions of this checklist may ultimately result in disciplinary action punishable under the UCMJ.			
MEMBER (Signature)		DATE	MEMBER (Name, Rank, Rate)
On the basis of all available information, I endorse. I do not endorse (circle one) the member's orders to the overseas assignment.			
COMMANDING OFFICER (Signature)		DATE	COMMANDING OFFICER (Name, Rank)
PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 USC 301 Departmental Regulations. The information will be used to assist officials and employees of the Department the Navy in determining your future duty assignment. Completion of the form is mandatory except for duty and home phone numbers; failure to provide required information may result in delay in response to or disapproval of your request.			

NAVPERS 1300/16 (REV. 12-90)

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Figure 11-3.—Report of Suitability for Overseas Assignment, NAVPERS 1300/16—Continued.

high-operating tempo limits access to adequate medical and dental facilities. For this reason, personnel being assigned to these activities require a complete overseas screening.

## **SELECTION OF PERSONNEL FOR OVERSEAS SERVICE**

While overseas, service members and their dependents represent the United States. The CO of the transferring command determines suitability of personnel for overseas service. The CO decides whether the member or dependents possess any performance, disciplinary, financial, psychological, medical, or other physical attributes that would prevent them from conducting themselves as representatives of the United States in a foreign country.

The decision on suitability begins when a detailer at the Bureau of Naval Personnel (BUPERS) (PERS 40) or Enlisted Personnel Management Center (EPMAC) nominates the member for overseas duty and ends with a message to BUPERS (PERS 40 and PERS 462) from the CO indicating the suitability of the member and dependents for overseas duty. In the case of nondesignated Seamen, Airmen, and Firemen, the message is addressed to EPMAC with an information copy to BUPERS (PERS 462).

Suitability screening includes a review of the member's service record and physical readiness status. It includes a check of the medical and dental fitness of the individual and his or her dependents. Screening also includes a command review to determine suitability. In recruit training and service school environments, the training school command is responsible for scrutinizing the training records of personnel and interviewing personnel to determine their overall suitability for overseas duty. Other suitability factors are discussed later in the chapter.

A face-to-face interview between the CO of the transferring command, the service member, and his or her dependents, if any, is desirable. If this is not possible, the CO must make sure such an interview is conducted by an experienced and knowledgeable representative. On request of the CO, a skilled interviewer (such as a chaplain, command career counselor, command master chief, Navy social worker, or specified family service center staff member) may also be included to determine overseas suitability. In all cases, the CO must sign the Report of Suitability for Overseas Assignment, NAVPERS 1300/16. This

authority cannot be delegated except to an officer "Acting" or to OICs of isolated detachments.

## **SUITABILITY DECISION FACTORS**

The CO of the transferring command must make sure that the following factors are addressed and used as the basis for the overseas suitability decision:

- Medical fitness
- Human immuno deficiency virus (HIV) screening
- Dependent suitability, which includes screening for exceptional family members. Refer to the glossary contained in this training manual for a definition of exceptional family members.
- Family advocacy
- Dental fitness
- Physical fitness
- Drug-related problems
- Alcohol-related problems
- Psychiatric disorders
- Performance
- Disciplinary history
- Pregnancy, if applicable
- Financial stability
- Individual and family characteristics

Dependents should be screened for overseas assignment even if the member elects an unaccompanied tour of duty. This screening is conducted to make sure the member does not have the potential for early return from an overseas location because of an existing family problem. Also, in most locations, the member may elect an accompanied tour within 90 days of arrival overseas. It is better to identify the potential problems before the member executes the orders.

## **OVERSEAS SERVICE SCREENING PROCEDURES**

As you know, the CO of the transferring command is responsible for the overseas screening. However, you, as the PN, will conduct the actual transfer interview, type the orders and/or endorsements, send the

message of suitability or unsuitability after receipt of the completed NAVPERS 1300/16, and make the appropriate service record entries.

Although the CO is ultimately responsible for making sure that the following actions are accomplished, you, as a PN, will actually perform most of these functions yourself. The CO makes sure the following actions are taken:

- Each individual and dependent being assigned overseas is screened within 30 days after receipt of the transfer directive. If delay is anticipated beyond the 30-day period, an interim message must be sent by the transferring command or servicing Personnel Support Activity Detachment (PERSUPDET) to BUPERS (PERS 40 and PERS 462) explaining the delay and stating an estimated date of completion. Members cannot be transferred before satisfactorily completing overseas screening.

- A command review is conducted according to provisions of chapter 4 of the ENLTRANSMAN and the *Suitability Screening for Overseas Assignment*, OPNAVINST 1300.14, to determine if the individual and dependents, if applicable, meet the eligibility requirements for overseas assignment.

- During the command review, members and family members are briefed on dependent entry requirements, traveling, and living conditions at the next duty station. For members that are assigned and have elected an unaccompanied tour, make sure the member is familiar with article 6810105 of the *Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560, concerning command-sponsored and noncommand-sponsored dependents. Additional information concerning command sponsorship is discussed later in the chapter.

- Suitability/unsuitability determination is based on member/dependent(s) medical and command reviews and any other reliable information from individuals, such as the chaplain, family advocacy representative, command financial specialist, and so forth.

- The member has sufficient obligated service to complete the appropriate accompanied/unaccompanied Department of Defense (DOD) area tour or that the member incurs sufficient obligated service to complete DOD area tour. *Page 13 entries for obligated service are not authorized.*

- The appropriate page 13 entries are made in the member's service record.

- The Report of Suitability for Overseas Assignment, NAVPERS 1300/16, is completed when the member and dependents, if applicable, are considered suitable in all respects for duty overseas, and before preparation of the Standard Transfer Order (STO). After the appropriate message is sent to BUPERS and/or EPMAC, the report is filed in the member's service record.

In the next section, you will learn the procedures that must be complied with if personnel are found not suitable for overseas assignment.

## **PERSONNEL FOUND UNSUITABLE FOR OVERSEAS ASSIGNMENT**

If the transferring command's CO does not consider an individual and/or his or her dependents suitable for overseas service, the following actions should be carried out by that command:

- Report such action within 30 days of receipt of orders by message to BUPERS (PERS 40BB) or EPMAC for nondesignated Seamen, Airmen, and Firemen. Send an information copy to the receiving command indicating the nature of the disqualifying reason(s), to include steps taken to resolve problem(s), resulting in the CO's non-endorsement of overseas assignment. Reports should be as complete as possible to permit equitable disposition. In all cases, hold orders in abeyance until notified by BUPERS (PERS 40BB) or EPMAC concerning final determination.

- Once a member has been successfully screened by the detaching command, for any subsequent information, misconduct, or emergency medical problems that make the member unsuitable (Occurring at the transferring command or at any intermediate activity en route to overseas duty), hold orders in abeyance and notify BUPERS or EPMAC, as appropriate. The CO must make sure the member and dependents are aware of their responsibility to report any circumstances that may change their suitability status after being determined suitable for overseas assignment.

## **WAIVERS OF SCREENING REQUIREMENTS**

While strict adherence to overseas screening requirements cannot be overemphasized, BUPERS and/or EPMAC, as appropriate, can grant waivers on a case-by-case basis. Individual COs can best judge the qualifications and potential of each member. A CO may

decide on completion of a member's overseas screening interview that a waiver should be submitted, even though a member is not technically qualified for overseas assignment. Under these conditions, such requests for waivers are encouraged and should be submitted to BUPERS (PERS 40) or EPMAC, as appropriate.

A request for a waiver must be completely documented with comments on the member's performance with particular emphasis placed on potential. BUPERS (PERS 40) or EPMAC, as appropriate, screens the request and makes the final decision concerning overseas assignment eligibility. A member should not be transferred until written authorization granting waiver is obtained. File a copy of the waiver request and the subsequent reply in the member's service record.

## **REASSIGNMENT DUE TO UNSUITABILITY**

If the CO of an overseas activity receives improperly screened personnel or dependents, the overseas activity should send an Overseas Screening Deficiency Report (OSDR), as shown in chapter 4 of the ENLTRANSMAN, by message or letter to BUPERS (PERS 40 and PERS 462). EPMAC is included as an action addressee if nondesignated Seamen, Airmen, and Firemen are involved.

If reassignment (early return) of the member is desired because of unsuitability, submit an OSDR for early return. COs should not use this procedure to transfer personnel instead of using disciplinary or administrative action. Use of the OSDS is restricted to those cases where transfer is the only possible solution. Each case is decided on its merits by BUPERS or EPMAC, as appropriate.

If transfer is approved, make sure a page 13 service record entry is made indicating unsuitability for overseas duty and reasons for disqualification. On approval of early return, send an availability report according to guidelines contained in chapter 20 of the ENLTRANSMAN.

To permit proper BUPERS and/or EPMAC disposition of personnel found unsuitable for continued overseas duty because of medical reasons, inform your area commander, fleet commander, and the Bureau of Medicine and Surgery (BUMED).

On approval of BUPERS and/or EPMAC, personnel determined to be unsuitable for continued

overseas service will be transferred to duty for which they are eligible.

## **OVERSEAS SCREENING REPORTS**

There are two reports dealing with overseas screening: Report of Suitability and Unsuitability and OSDR. Both of these reports have been mentioned in previous paragraphs, but are further mentioned to remind you of their purpose.

The Report of Suitability/Unsuitability. This report is shown in chapter 4 of the ENLTRANSMAN. It is sent to BUPERS (PERS 40 and PERS 40BB) or EPMAC for nondesignated Seamen, Firemen, and Airmen, and BUPERS (PERS 462) by the command completing the overseas screening. This report indicates whether an individual or his/her dependents are suitable or unsuitable for overseas duty.

The Overseas Screening Deficiency Report (OSDR). This report is sent to BUPERS (PERS 40 and PERS 40BB) or EPMAC in case of nondesignated Seamen, Firemen, and Airmen, and BUPERS (PERS 462 and PERS 662). Include BUMED (CODE 3B435) as an addressee when an overseas command receives improperly screened personnel and/or their dependents because of medical deficiencies. The OSDR is used to report discrepancies in the screening conducted by the transferring command that may or may not require early return of the member and/or dependents.

This OSDR may also be used for requests for early return for reasons other than screening deficiencies. These requests are prompted by problems that develop after arrival overseas that make the member and/or dependents unsuitable for continued overseas assignment.

- BUPERS sends serious OSDRs to the responsible manning control authority (MCA) and BUMED, when appropriate. The MCA tasks the immediate superior in command (ISIC) of the transferring activity to correct the conditions causing the improper screening.

- Servicemembers with exceptional family member(s) complete appropriate forms per chapter 28 of the ENLTRANSMAN.

As the PN in charge of transfers and working in a PERSUPDET or any other personnel office that processes overseas transfers, you must make sure that all the pretransfer administrative requirements are completed. Pretransfer administrative requirements include promptly notifying and interviewing the

member, fully explaining the orders during the interview, and answering any questions the member may have.

Also, you must make sure the member has sufficient obligated service for the assignment. Additionally, you must keep in mind the high-year tenure (HYT) restrictions. Furthermore, you must make sure the message of suitability or unsuitability is sent out and a copy of the message filed in the service record along with the Report of Suitability/Unsuitability for Overseas Assignment, NAVPERS 1300/16. Remember also to make appropriate service record entries.

Whenever you process overseas transfers, always use the mandatory checklist provided in chapter 4 of the ENLTRANSMAN to make sure no items are overlooked.

**NOTE:** Chapter 4 of the ENLTRANSMAN contains additional information that is not discussed in this training manual. You should refer to this chapter if there are questions about determining what actions to take in case of personnel approaching fleet reserve/retirement eligibility, when the transfer involves consecutive overseas tours, when determining overseas tour lengths, and so forth.

Also, you should refer to the *Suitability Screening for Overseas Assignment*, OPNAVINST 1300.14; and the *Navy Passenger Transportation Manual (PTM)*, NAVMILPERSCOMINST 4650.2.

### **COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS**

From time to time, you will be required to submit dependent entry approval requests while processing overseas transfers. The purpose of requesting a dependent entry approval is to make sure that dependents of the transferring member are—

- Authorized to reside at the overseas location
- Authorized to be command-sponsored
- Eligible for government transportation to and from overseas duty stations

Occasionally, dependent entry approval requests are disapproved for some reasons. Usually, the most common reason for disapproval is a shortage of government housing at the overseas duty station location. This disapproval prevents the member from traveling concurrently with his/her dependents. In some

instances it takes months to receive approval of the initial entry approval request.

As a PN, you should be aware that not all overseas duty station locations require dependent entry approval. You should also be aware that not all overseas duty station locations authorize the travel of dependents because of certain restrictions there; for example, Diego Garcia A member cannot take dependents, because Diego Garcia is classified as a dependent restricted area. In fact, a dependent entry approval cannot even be submitted

Some of the terms you will find when dealing with command sponsorship of dependents are defined in this section.

*Acquired dependent.* An acquired dependent is an individual who becomes a dependent through marriage, adoption, or other action during the course of a Navy servicemember's current overseas tour of duty. The term does not include those individuals dependent on the servicemember or children born of a marriage that existed before commencement of the current overseas tour.

In servicemember-married-to-servicemember situations, a servicemember separating from the service at an overseas station becomes an acquired dependent of the service member remaining on active duty on the day of separation.

A dependent, returned early for personal reasons from an overseas area under paragraph U5240-D of the *Joint Federal Travel Regulations (JFTR)*, volume 1, NAVSO P-6034, is treated as an acquired dependent on return to the overseas area at personal expense.

*Appropriate military commander.* The appropriate military commander is normally the commander authorized to grant dependent entry approval for the overseas area. Refer to chapter 2, appendix D, of the *Passenger Transportation Manual (PTM)*, NAVMILPERSCOMINST 4650.2, which identifies the appropriate military commanders. In areas where prior approval for dependent entry is not required, the authority directing the servicemember's transfer is the appropriate military commander. The appropriate overseas commander, as defined next, is the appropriate military commander for servicemembers who request dependent entry approval after reporting to the overseas permanent duty station (PDS).



*Appropriate overseas commander.* The appropriate overseas commander is the commanding officer of the service member's overseas PDS except where the area or appropriate military commander has issued supplementary instructions restricting such authority.

*Command-sponsored dependent.* A command-sponsored dependent is a dependent meeting the following criteria:

- The service member sponsor is authorized to serve the accompanied tour in an area that has an accompanied tour prescribed.
- The servicemember sponsor is granted authorization for dependents to be present in the vicinity of the overseas PDS.
- The dependent resides with the servicemember at the overseas PDS.

If a servicemember's spouse is command-sponsored, children born of that marriage during the current overseas tour of duty also are command-sponsored at birth.

*Dependent entry approval.* A dependent entry approval is a procedure for authorizing dependents to enter overseas PDSs. In those areas designated as requiring dependent entry approval, such approval allows dependents to travel to the overseas PDS at government expense and constitutes command sponsorship. Refer to chapter 2, Appendix E, of the *Navy Passenger Transportation Manual (PTM)*, NAVMILPERSCOMINST 4650.2, for the format for entry approval requests.

*Formerly command-sponsored dependent.* A formerly command-sponsored dependent is a dependent who was command-sponsored. This person continues to reside in the vicinity of the overseas PDS at which command sponsorship was conferred while the servicemember who is the sponsor serves a consecutive unaccompanied overseas tour in another country or is assigned to unusually arduous sea duty in the contiguous 48 United States and the District of Columbia.

*Noncommand-sponsored dependent.* A noncommand-sponsored dependent is a dependent, residing in an overseas area, who was or is not command-sponsored.

For additional information concerning command sponsorship of dependents at overseas duty stations,

you should refer to article 6810105 of the MILPERSMAN, NAVPERS 15560, JFTR, and the PTM.

## **PERMANENT CHANGE OF STATION OF MEMBERS TRAVELING TO AN OVERSEAS LOCATION ACCOMPANIED BY DEPENDENTS**

The information in this section deals with processing orders for personnel transferring overseas. In this section you will read about the determination of entitlement to dependent transportation, dependent entry approval, the application for transportation of dependents, and confirmation of dependents' travel arrangements.

## **DETERMINATION OF ENTITLEMENT TO DEPENDENT TRANSPORTATION**

Before a dependent can be transported to an overseas location at government expense, the member must be entitled to transportation of dependents to the overseas area according to the JFTR. Enlisted personnel who do not have sufficient obligated service to complete an accompanied overseas tour must sign an agreement to remain on active duty for the prescribed accompanied overseas tour.

Dependent travel to a duty station outside CONUS is not authorized if the member's expiration of active obligated service (EAOS) date is less than the prescribed overseas tour with dependents. Before dependent transportation can be authorized, the member must obtain the obligated service through actual reenlistment and/or signed extension of enlistment. A service record page 13 entry is not acceptable evidence of reenlistment or reenlistment intentions for transportation purposes.

If additional obligated service is required, it must be obtained before requesting overseas transportation for dependents from a Navy Passenger Transportation Office (NAVPTO). Refer to figure 11-4, which shows personnel working at a NAVPTO office at a PERSUPPDET.

Refer to figure 11-5, which shows personnel working at the Scheduled Airline Ticket Office (SATO), which, in this case, is located at the same PERSUPPDET as the NAVPTO. The SATO is constantly being used by the NAVPTO in obtaining commercial airline reservations for members being transferred. The SATO is also used to obtain train, hotel, and car reservations for military personnel whether under official orders or on leave.



**Figure 11-4.—Picture of personnel working at a NAVPTO.**

Navy personnel ordered overseas with the Personnel Exchange Program (PEP) and attached duty have been specifically selected for the billet. In these cases, dependent entry approval and determination of EAOS are not required.

#### **DEPENDENT ENTRY APPROVAL**

Earlier in this chapter, you learned about dependent entry approval requests. You need to remember request a dependent entry approval from the appropriate overseas commander. The appropriate overseas



**Figure 11-5.—Picture of personnel working at a SATO.**

commanders are listed in chapter 2, appendix D of the PTM. The format for the request is also found in chapter 2, appendix E, of the PTM.

## APPLICATION FOR TRANSPORTATION OF DEPENDENTS

The member must complete an Application for Transportation for Dependents, DD Form 884 (fig. 11-6). Information required on this form is self-explanatory. However, as a PN you should provide

assistance to the transferring member, if he or she requests it. This form must be completed for overseas and CONUS travel when the member is under PCS orders.

## CONFIRMATION OF DEPENDENTS' TRAVEL ARRANGEMENTS

The NAVPTO confirms travel arrangements by issuing a port call when the following documents have been received:

APPLICATION FOR TRANSPORTATION FOR DEPENDENTS			DEPARTMENT OF THE	
<b>THE PRIVACY ACT OF 1974. AUTHORITY: 37 U.S.C. 406 (Military); 5 U.S.C. 5724 (Civilian). THE PRINCIPAL PURPOSE:</b> Application for transportation-in-kind of dependents with CONUS used as an authority to issue transportation requests in absence of dependent travel orders. <b>ROUTINE USES:</b> Used in lieu of dependent travel orders by transportation offices to issue transportation requests within CONUS. <b>VOLUNTARY:</b> However, if information is not furnished, transportation would not be furnished.				
NAME OF APPLICANT (Last, First, MI):		RANK	GRADE	FILE or SERVICE NO./SSAN
SHIP OR STATION				
NAME OF DEPENDENT FOR WHOM TRANSPORTATION IS REQUESTED (Last, First, MI)	RELATIONSHIP* (Adopted son, step-daughter, etc.)	DATE OF BIRTH (MM/DD/YYYYMMDD)	LOCATION AT TIME OF RECEIPT OF ORDERS ** (City, State)	
* If other than a lawful spouse or unmarried legitimate child under 21 years of age of a member, complete applicable certificates below.				
PRESENT ADDRESS OF DEPENDENTS (Street Address, City, State and ZIP Code.)				
OLD PERMANENT STATION		NEW PERMANENT STATION		DATE OF ORDERS (YYMMDD)
TRANSPORTATION REQUESTED (FROM) (City, State)		(TO) (City, State)		(VIA) (ROUTE) (City, State)
DATE OF DEPARTURE (YYMMDD) BY (Air, Rail, etc.)		FOR TRAVEL OUTSIDE THE U.S., IS GOVERNMENT AIR TRANSPORTATION ACCEPTABLE FOR YOUR DEPENDENTS? YES <input type="checkbox"/> NO <input type="checkbox"/>		
** If travel is from other than vicinity of old station or to other than vicinity of new station, state reasons; if orders were received during temporary absence of dependents from old duty station, explain necessity for their return thereto prior to proceeding to new station.				
I CERTIFY THAT TRANSPORTATION FOR PERSONS LISTED ABOVE, WHO WERE MY DEPENDENTS ON THE EFFECTIVE DATE OF APPLICABLE ORDERS, IS BEING REQUESTED WITH THE INTENT OF ESTABLISHING A BONA FIDE RESIDENCE. I FURTHER CERTIFY THAT I HAVE NOT MADE APPLICATION OR SUBMITTED CLAIM FOR TRANSPORTATION OF MY DEPENDENTS ON THIS CHANGE OF STATION EXCEPT AS FOLLOWS:				
I CERTIFICATE OF PROOF OF DEPENDENCY	(Required for dependent parents, adopted children, stepchildren and for mentally or physically incapacitated children over 21 years of age.)  I CERTIFY THAT MY DEPENDENT(S) (Relationship) _____, NAMED ABOVE, IS/ARE IN FACT DEPENDENT UPON ME AND THAT A CERTIFICATE OF DEPENDENCY WAS APPROVED BY THE APPROPRIATE AGENCY. I FURTHER CERTIFY THAT THERE HAS BEEN NO CHANGE IN THE CONDITIONS OF DEPENDENCY SINCE THE CERTIFICATE WAS APPROVED.  (NOTE: In the case of a dependent parent, the certificate of dependency must be approved annually.)			
II CERTIFICATE OF RESIDENCE OF PARENT	(Required for a dependent parent in addition to I.)  I CERTIFY THAT MY DEPENDENT(S) (Relationship) _____, IS/ARE RESIDING AS A MEMBER OF MY HOUSEHOLD AND WILL RESIDE AS A MEMBER OF MY HOUSEHOLD ESTABLISHED INCIDENT TO THIS CHANGE OF STATION.			
III CERTIFICATE FOR STEPCHILD	(Required for a stepchild in addition to I.)  I CERTIFY THAT (Name of child's other parent) _____, THE MOTHER/FATHER OF THE STEPCHILD/STEPCHILDREN NAMED ABOVE, WAS MY LEGAL SPOUSE ON THE EFFECTIVE DATE OF APPLICABLE ORDERS.			
DATE (YYMMDD)		APPLICANT (Signature)		

DD FORM 884  
10 NOV 84  
SN 0102-1 (F-000-994)

SUPERSEDES ALL PREVIOUS EDITIONS

86NP0113

Figure 11-6. Sample Application for Transportation for Dependents, DD Form 884.

- Passenger Reservation Request (PRR)
- Signed original DD Form 884
- Copies of the PCS orders
- Copy of the overseas area commander's entry approval of dependents, if required
- Dependents' passports, issued by the Department of State

Submit PRRs according to instructions provided in chapter 2, appendix A, of the PTM. When PERSUPPDETS are geographically separated from the NAVPTO and mail service must be used, the PRR may state that required supporting documents have been completed and are on file. Names of the dependents will be listed on the port call.

Dependents' travel arrangements must be confirmed before travel may begin. Dependents should not, under any circumstances, proceed to the Area Port of Embarkation (APOE) for transportation until all the required documentation has been issued; that is, port call, no-fee passport(s), as required, and transportation documents such as airline tickets and Government Transportation Requests (GTRs). Refer to the glossary of this TRAMAN for the definition of port of embarkation.

### **DEPENDENTS TRAVELING OVERSEAS WITHOUT SPONSOR**

At times, dependents must travel to overseas locations without their sponsor. The following paragraphs explain the procedures you should follow when dependents are not accompanied by the sponsor. Keep in mind that the necessity for dependents to travel overseas without the sponsor can be attributed to, for example, a previous denial of entry approval. It is also possible that the member may have decided to defer his or her dependents travel to a later date for personal reasons.

### **FORWARDING OF DOCUMENTS TO THE NAVPTO BY THE MEMBER**

The member should submit the following documents to the appropriate NAVPTO to substantiate future date travel arrangements of his or her dependents:

- A subsequent entry approval authorization (if entry approval has previously been denied), or the original entry approval authorization

- Completed DD Form 884
- Copy of the member's orders
- Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056 (fig. 11-7) (when required)

The member should submit these documents in addition to any other documents or information required by the appropriate NAVPTO before he or she transfers overseas. You, as the transferring command's PN, are responsible for informing the member of all requirements in conjunction with travel and transportation arrangements.

Although the member is responsible for submitting these documents to the NAVPTO and/or the transportation office of the PERSUPPDET, you as the transfer's PN may have to submit these documents yourself for the member before he or she transfers. You must make sure that the Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056, is correctly filled-out and signed. Remember also that it is always a good idea to communicate with the office arranging the transportation of dependents concerning any other documents that may be required and/or new procedures.

Before the member transfers overseas, you should inform him or her about your office's willingness to further assist his or her dependents in any way your office can. Explain the member that if your unit should be deployed after he or she departs and his or her dependents need assistance, that they should report to the nearest PER SUPPDET and/or the appropriate NAVPTO for assistance. You should make the member's transfer as painless as possible. Do not inconvenience either the member or his or her dependents.

### **TRAVEL CASE FILE**

In most cases, the NAVPTO that issues the sponsoring member's port call, makes sure that a complete travel case file is developed for all dependents who will be traveling separately from the member. The file includes the following documents:

- The member's orders
- A copy of the dependent entry denial, if appropriate
- All documentation required for obtaining passports, when appropriate

U.S. GOVERNMENT PRINTING OFFICE: 1964 O-604

THIS FORM MUST BE TYPED AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA <small>(PRIVACY ACT APPLIES)</small>			1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT	2. MAJOR SERVICE COMPONENT
3. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME			4. APPLICANT'S DATE OF BIRTH	5. APPLICANT'S PLACE OF BIRTH
6. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME <input type="checkbox"/> <small>(If same as item 3, check block)</small>			7. SPONSOR'S MILITARY RANK/ CIVILIAN GRADE	8. SPONSOR'S SSN
9. APPLICANT'S CURRENT HOME ADDRESS AND ZIP CODE <small>(Include home and office telephone No. and area code)</small>			10. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 <small>(Include telephone No. and name of person with whom residing)</small>	
11. DESTINATION (Country or Countries)	12. LIST SPECIAL ASSIGNMENT REQUIRING PASSPORT * <small>(See NOTE below)</small>	13. PASSPORT WILL BE FORWARDED TO: <small>(Include complete mailing address and ZIP Code)</small>		
14. EST DATE OF DEPARTURE <small>(From country in which applicant is currently residing)</small>	15. PROPOSED LENGTH OF STAY	16. SIGNATURE OF AUTHORIZING OFFICIAL AND DATE		
17. ADDITIONAL INFORMATION <small>(Continuation sheet may be added)</small>		18. TYPED NAME, GRADE, TITLE AND ORG OF AUTHORIZING OFFICIAL <small>(Include complete mailing address, Tel. No. and area code)</small>		
*NOTE: If assignment is to Attache; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO, or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."				

**DD**  
FORM  
1 MAR 77  
S/N 0102-LF-001-0660

**1056**  
Replaces edition of 1 Nov 70 and DD  
Form 1056, Privacy Act Statement,  
1 Oct 75, which are obsolete.

- ATTACH TO PASSPORT APPLICATION (FORM DSP-1) COPY 1

86NP0114

Figure 11-7. Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056.

**NOTE:** The NAVPTO will file the entry approval authorization (if previously denied) when received and make appropriate travel arrangement for the member's dependents.

When required, the no-fee passports for dependents are obtained as soon as possible and held in the dependent's file. In cases involving transportation from CONUS to overseas, passports are not given by the

NAVPTO to dependents before the entry approval is granted.

#### ADVICE TO SPONSORING MEMBER

The sponsoring member must be advised before detachment that dependent entry approval, when granted, and a PRR should be submitted by his or her

overseas supporting PERSUPPDET to the NAVPTO retaining the dependents' file. This action is necessary because that NAVPTO will arrange for dependents' subsequent travel. **This information should also be included as an endorsement on the member's travel orders.** A reliable address and telephone number of the dependents must be retained in the case file, and the member must be made aware of this requirement.

## **ARRANGING TRANSPORTATION**

On receipt of dependent entry approval and a PRR from the sponsor's overseas supporting PERSUPPDET, the NAVPTO holding the dependents' travel case file arranges transportation, issues a port call, and provides no-fee passports to dependents. Names of the dependents are listed on the port call. If dependents have moved to a designated place, the port call, passports, and transportation documents are mailed to that location. Transportation documents and passports are not provided separately by the NAVPTO unless absolutely necessary.

## **DENIED ENTRY APPROVAL IN CONNECTION WITH AN ACCOMPANIED TOUR OF DUTY**

As was previously mentioned, at times, entry approval for a dependent-accompanied area tour is denied. When entry approval is denied for a period of 20 weeks or more in conjunction with an accompanied tour of duty, on the member's request, transportation for dependents may be arranged to a designated place within CONUS without jeopardizing further entitlement to transportation to the member's overseas duty station. For additional information, refer to paragraph U5222-D of the JFTR.

## **MEMBER OBTAINS ENTITLEMENT FOR DEPENDENT OVERSEAS TRAVEL SUBSEQUENT TO TRAVEL**

If a member obtains an entitlement to travel of dependents to the overseas location after reporting to the overseas duty station, the overseas supporting PERSUPPDET should forward all required documentation to the NAVPTO nearest the location of the dependents. Documents include the following:

- The PRR
- DD Form 884
- Copies of the PCS orders

- Dependent entry approval
- DD Form 1056, if required, and other pertinent documents

## **PURPOSE AND RESTRICTION ON USE OF A NO-FEE PASSPORT**

In this section, you will learn the purpose for and restriction on the use of a no-fee passport.

### **PURPOSE OF A NO-FEE PASSPORT**

A no-fee passport identifies the bearer as an official traveler. All personnel traveling overseas on official business to a country requiring such a passport and all command-sponsored dependents must obtain a separate no-fee passport.

### **RESTRICTIONS ON USE OF A NO-FEE PASSPORT**

The bearer of a no-fee passport may not use the passport when leaving the United States for personal travel. However, a person traveling abroad on official business for the U.S. Government may use the no-fee passport for personal travel while abroad provided the foreign government(s) do not object. If there is an objection to the use of a no-fee passport for unofficial travel, a regular-fee (tourist) passport must be obtained at personal expense. A person may simultaneously possess both a valid fee passport and a valid no-fee passport.

## **PASSPORTS**

The following section discusses terms used or associated with passports and visas. This section also identifies several forms used when applying for passports and discusses when and where to apply for passports.

## **TERMS ASSOCIATED WITH PASSPORTS AND VISAS**

The following are terms used or associated with passports and visas.

*Fee passport.* A fee passport is a passport issued to U.S. citizens who are traveling abroad for personal or unofficial reasons. Also known as a tourist passport, it is issued to personnel traveling in a leave status or tourist status and for dependents who wish to reside abroad at their own expense.

These passports are issued on a full-fee basis. All required fees, including the cost of photographs and birth documents, must be provided at the traveler's personal expense. In certain specific cases the regular fee passport is obtained for Navy-sponsored travelers to enhance travel security.

*No-fee passport.* The regular passport is also issued on a no-fee basis for official travel of dependents of military personnel who will be serving an accompanied tour of duty overseas. The passport is valid only for use in conjunction with the bearer's residence abroad as a dependent of a military member on active duty outside the continental limits of the United States. The regular no-fee passport is also issued to civilian employees traveling under non-appropriated fund orders and to personal service contract employees who are proceeding abroad under official orders and receiving their pay directly from the Department of the Navy (DON).

*Official passport (no-fee).* The official passport (no-fee) is issued to active duty personnel and DOD civilian employees proceeding abroad on official duty under orders to a country requiring documentation. It is also issued to the dependents of such personnel when deemed necessary by the Office of Passport Services, Department of State, and depends on the sponsor's assignment and/or country of assignment.

*Diplomatic passport (no-fee).* The diplomatic passport (no-fee) is issued to a foreign service officer, a person in the diplomatic service, or to a person having a diplomatic status either because of the nature of the foreign mission or by reason of the office held. Where appropriate, dependents of such persons may be issued diplomatic passports.

*Visa.* A visa is permission granted by the government of a country to an alien to enter that country and to remain for a specified period of time. A visa is usually in the form of an imprinted stamp affixed to one of the pages of a passport.

*Navy passport agent.* A Navy passport agent is a civilian employee of the U.S. Navy or a U.S. Navy member who has been designated by the Office of Passport Services, Department of State, to accept and process passport

applications for U.S. Navy-sponsored personnel traveling in an official status.

## **FORMS USED IN APPLYING FOR PASSPORTS**

There are several forms used when applying for passports. In this section, you will learn what forms are used when personnel apply for passports.

### **Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD FORM 1056**

An Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056 (fig. 11-7) is prepared by both the member and/or the personnel office assisting the member concerned. This form is submitted to the Department of State along with the Application for Passport Registration, DSP-11 (fig. 11-8), or Application for Passport by Mail, DSP-82 (fig. 11-9), as soon as possible after receipt of orders necessitating travel.

### **Department of State Passport Applications**

Personnel receiving an Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056, must complete an Application for Passport Registration, DSP-11 or Application for Passport by Mail, DSP-82. These forms may be obtained from a Navy passport agent, a clerk of any federal, state, or probate court, or a designated postal employee at a post office selected to accept passport applications. The applicant completes the appropriate form using a typewriter or by printing legibly in block letters. The block marked "MAILING ADDRESS," is left blank. This block is completed by the office processing the application, such as a NAVPYO.

**APPLICATION FOR PASSPORT REGISTRATION, DSP-11.**— This application is used by persons who are applying for a no-fee passport for the first time. DSP-11 must be personally presented to and executed before a passport agent.

**APPLICATION FOR PASSPORT BY MAIL, DSP-82.**— This application may be used if the applicant has been issued a passport within the past 12 years and was at least 16 years old when the passport was issued. The application must be submitted through a Navy passport agent along with a properly prepared DD Form 1056. The passport agent processes the forms in the same manner as for the DSP-11.

UNITED STATES DEPARTMENT OF STATE  
APPLICATION FOR ☐ PASSPORT ☐ REGISTRATION  
SEE INSTRUCTIONS—TYPE OR PRINT IN INK IN WHITE AREAS

1. NAME FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_  
LAST NAME \_\_\_\_\_

2. MAILING ADDRESS  
STREET \_\_\_\_\_  
CITY, STATE, ZIP CODE \_\_\_\_\_  
COUNTRY \_\_\_\_\_ IN CARE OF \_\_\_\_\_

3. SEX ☐ Male ☐ Female 4. PLACE OF BIRTH City, State or Province, Country \_\_\_\_\_ 5. DATE OF BIRTH Mo. Day Year \_\_\_\_\_

6. SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE 7. WEIGHT \_\_\_\_\_ 8. COLOR OF HAIR \_\_\_\_\_ 9. COLOR OF EYES \_\_\_\_\_ 10. (Area Code) HOME PHONE \_\_\_\_\_ 11. (Area Code) BUSINESS PHONE \_\_\_\_\_

12. PERMANENT ADDRESS (Street, City, State, ZIP Code) \_\_\_\_\_ 13. OCCUPATION \_\_\_\_\_

14. FATHER'S NAME BIRTHPLACE BIRTH DATE U.S. CITIZEN ☐ YES ☐ NO 15. MOTHER'S MAIDEN NAME BIRTHPLACE BIRTH DATE U.S. CITIZEN ☐ YES ☐ NO

16. TRAVEL PLANS (Not Mandatory) COUNTRIES DEPARTURE DATE LENGTH OF STAY

17. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT? YES ☐ NO ☐ IF YES, SUBMIT PASSPORT IF AVAILABLE ☐ Submitted  
IF UNABLE TO SUBMIT MOST RECENT PASSPORT, STATE ITS DISPOSITION: COMPLETE NEXT LINE  
NAME IN WHICH ISSUED PASSPORT NUMBER ISSUE DATE (Mo., Day, Yr.) DISPOSITION

18. HAVE YOU EVER BEEN MARRIED? ☐ YES ☐ NO DATE OF MOST RECENT MARRIAGE Mo. Day Year  
WIDOWED/DIVORCED? ☐ YES ☐ NO IF YES, GIVE DATE Mo. Day Year  
SPOUSE'S FULL BIRTH NAME SPOUSE'S BIRTHPLACE

19. IN CASE OF EMERGENCY, NOTIFY (Person Not Traveling With You) RELATIONSHIP  
FULL NAME (Area Code) PHONE NUMBER  
ADDRESS

20. TO BE COMPLETED BY AN APPLICANT WHO BECAME A CITIZEN THROUGH NATURALIZATION  
I IMMIGRATED TO THE U.S. I RESIDED CONTINUOUSLY IN THE U.S. DATE NATURALIZED (Mo., Day, Yr.)  
From (Mo., Yr.) To (Mo., Yr.) PLACE

21. DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH  
I have not since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true and the photograph attached is a true likeness of me.  
Subscribed and sworn to (affirmed) before me \_\_\_\_\_ (SEAL) X \_\_\_\_\_  
Month Day Year (Sign in presence of person authorized to accept application)  
(Signature of person authorized to accept application) ☐ Clerk of Court or ☐ PASSPORT Agent ☐ Postal Employee ☐ (Vice) Consul USA At \_\_\_\_\_

22. APPLICANT'S IDENTIFYING DOCUMENTS ☐ PASSPORT ☐ DRIVER'S LICENSE ☐ OTHER (Specify) \_\_\_\_\_  
ISSUE DATE EXPIRATION DATE PLACE OF ISSUE No. ISSUED IN THE NAME OF  
Month Day Year Month Day Year

23. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)  
☐ Birth Cert. BR CR City Filed/Issued: \_\_\_\_\_  
☐ Passport Bearer's Name \_\_\_\_\_  
☐ Report of Birth \_\_\_\_\_  
☐ Naturalization/Citizenship Cert. No. \_\_\_\_\_  
☐ Other: \_\_\_\_\_  
☐ Seen & Returned \_\_\_\_\_  
☐ Attached \_\_\_\_\_

24. FEE \_\_\_\_\_ EXEC. \_\_\_\_\_ POST \_\_\_\_\_

APPLICATION APPROVAL  
Examiner Name \_\_\_\_\_  
Office, Date \_\_\_\_\_

FORM DSP-11 (12-87) 86NP0115 (SEE INSTRUCTIONS ON REVERSE) Form Approved OMB No. 1405-0004 (Exp. 8/1/89)

Figure 11-8.-Sample Application for Passport Registration, DSP-11.

## PASSPORT APPLICATION PROCEDURES

The following paragraphs discuss when and where personnel should apply for a passport. Also, the procedures are covered for personnel applying for passports in and outside the United States.

## When to Apply for a Passport

Applicants should apply for a passport as soon as the Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056, has been issued. A passport must be obtained for each member of the family proceeding to a foreign country having this requirement. Generally, passports are required by



**UNITED STATES DEPARTMENT OF STATE**  
**APPLICATION FOR PASSPORT BY MAIL**

**IMPORTANT:**  
— READ INSTRUCTIONS ON BACK OF FORM  
— TYPE OR PRINT IN INK IN WHITE AREAS ONLY

**IDENTIFYING INFORMATION**

1. NAME  
FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_  
LAST NAME \_\_\_\_\_

2. MAILING ADDRESS  
STREET \_\_\_\_\_  
CITY, STATE, ZIP CODE \_\_\_\_\_  
COUNTRY \_\_\_\_\_ IN CARE OF \_\_\_\_\_

3. SEX ☐ Male ☐ Female

4. PLACE OF BIRTH \_\_\_\_\_  
City, State or Province, Country

5. DATE OF BIRTH \_\_\_\_\_  
Month Day Year

6. SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE

SOCIAL SECURITY NUMBER \_\_\_\_\_

7. HEIGHT \_\_\_\_\_  
Feet Inches

8. COLOR OF HAIR \_\_\_\_\_

9. COLOR OF EYES \_\_\_\_\_

10. (Area Code) HOME PHONE \_\_\_\_\_

11. (Area Code) BUSINESS PHONE \_\_\_\_\_

NOTE: MOST RECENT PASSPORT ISSUED ON OR AFTER YOUR 16TH BIRTHDAY AND ISSUED WITHIN THE PAST 12 YEARS MUST BE ATTACHED.

12. PASSPORT NUMBER \_\_\_\_\_

13. ISSUE DATE \_\_\_\_\_  
Month Day Year

14. OCCUPATION \_\_\_\_\_

15. DEPARTURE DATE \_\_\_\_\_

16. PERMANENT ADDRESS (Street, City, State, ZIP Code)  
\_\_\_\_\_

**SUBMIT TWO RECENT IDENTICAL PHOTOS**  
2" x 2" FROM 1" TO 1.38"

17. TRAVEL PLANS (Not Mandatory)  
COUNTRIES \_\_\_\_\_  
LENGTH OF STAY \_\_\_\_\_

18. IN CASE OF EMERGENCY, NOTIFY (Person Not Traveling With You) (Not Mandatory)  
FULL NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY, STATE, ZIP CODE \_\_\_\_\_  
(Area Code) PHONE NUMBER \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

19. OATH AND SIGNATURE (If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement should be attached, signed, and made a part of this application.)  
I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state, taken an oath, or made an affirmation or other formal declaration of allegiance to a foreign state, entered or served in the armed forces of a foreign state, accepted or performed the duties of any office, post, or employment under the Government of a foreign state or political subdivision thereof, made a formal renunciation of nationality either in the United States or before a diplomatic or consular officer of the United States, or committed any act of treason against or attempted by force to overthrow, pull down or destroy by force the Government of the United States.

**WARNING:** False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by fine and/or imprisonment under the provisions of 18 USC 1001 and/or 18 USC 1542. The alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under 18 USC 1543. The use of a passport in violation of the restrictions therein is punishable by fine and/or imprisonment under 18 USC 1544.

**DECLARATION:** I declare that the statements made in this application are true and complete to the best of my knowledge and belief that the attached photographs are a true likeness of me, and that I have not been issued or included in a passport issued subsequent to the one submitted herein.

(Date) \_\_\_\_\_ X \_\_\_\_\_  
Signature of applicant (Must be signed by applicant)

**FOLLOW INSTRUCTIONS CAREFULLY—INCOMPLETE OR UNACCEPTABLE APPLICATIONS WILL DELAY THE ISSUANCE OF YOUR PASSPORT.**

20. FOR ISSUING OFFICE USE ONLY RECORD Type of Document(s) Number Date Filed/Issued, Court/Place, Bearer's Name as Appropriate.  
☐ Passport ☐ Evidence of Name Change ☐ Other: \_\_\_\_\_ ☐ Seen & Returned \_\_\_\_\_  
Bearer's Name \_\_\_\_\_  
No. \_\_\_\_\_  
Piece \_\_\_\_\_

21. FEE \_\_\_\_\_ POST \_\_\_\_\_

FORM DSP-82 (12-87) 86NP0116 (SEE INSTRUCTIONS ON REVERSE) Fiscal Approval UMB No. 1365-10/21-Exp. 11/89

Figure 11-9.-Sample Application for Passport by Mail, DSP-82.

dependents and civilian personnel proceeding overseas to places other than Alaska, Hawaii, and American territorial possessions.

### Where to Apply for a Passport in the Case of Persons in the United States

Within the United States, applications for passports should be executed before a Navy passport agent

located at PERSUPPDETs and NAVPTOs. Navy-sponsored travelers should be encouraged to use a Navy passport agent to prevent delays. If circumstances do not allow the use of a Navy passport agent, a clerk of any Federal court, a judge or clerk of any probate court, a clerk of any state court of record, a postal employee designated by the Postmaster General at a post office selected to accept passport applications, or a Department of State Passport Agency maybe used.

All applications must be forwarded directly to the Office of Passport Services, Department of State, except where expeditious processing is necessary or as otherwise authorized by the Department of State.

### **Where to Apply for a Passport in Case of Persons Outside the United States**

A U.S. diplomatic or consular officer abroad may accept applications for U.S. passports, and the individual must apply in person. If in an isolated area, or in cases where the location of a deployed unit would preclude the person from applying in person, the commanding officer may execute the DSP-11 as "acceptance agent." In this case, the indicating title is entered in the "Clerk of Court or" line and activity name/ship type and hull number in "Passport Agent/Postal Employee" line. The DSP 11 is mailed to the address shown in chapter 3 of the PTM.

If the individual intends to return to the United States before reporting to the new overseas duty station and has sufficient time authorized, the member may apply in person immediately on arrival in the United States at a location as specified in the preceding paragraph.

Passport applications executed in Guam may be forwarded to the passport agency in Honolulu, Hawaii, for processing of no-fee regular passports.

### **VISA INFORMATION**

Before personnel can travel in some countries, a visa is required. In this section, visa requirements are discussed. Also, information is presented on obtaining a visa.

### **VISA REQUIREMENTS**

Visa requirements of foreign governments are subject to change. Visa requirements must be checked with consular officials of the countries to be visited well in advance of the traveler's departure date. BUPERS (PERS 332) determines visa requirements, based on items 11 (Destination) and 15 (Proposed Length of Stay) of DD Form 1056 (fig. 11-7). The name(s) of the country(ies) where the official travel will be performed and the length of intent stay are entered in these items.

Some countries have standard visa requirements, and military passport agents are urged to use the visa application forms that have been provided to them by the NAVPTO. Personnel who are scheduled for foreign travel should apply for a new passport 6 months before

expiration of the presently held passport. Before granting a visa, the majority of foreign embassies require that a passport be valid for periods in excess of 6 months.

### **OBTAINING A VISA**

To obtain a visa when a traveler already has an appropriate passport, the NAVPTO forwards passport containing the bearer's signature and properly completed DD Form 1056 to BUPERS (PERS 332). Item 17 (Additional Information) of the DD Form 1056 should be used to indicate the type and number of the passport and the action being requested. Applicable visa application form(s) and photograph(s) should accompany the passport and DD Form 1056. Authority to obtain visas from local foreign consulates may be granted by BUPERS (PERS 332) on an exception basis.

For additional information concerning passport and visa requirements, you should refer to the PTM.

### **TYPES OF ORDERS**

In this section, different types of orders are discussed and defined. In particular, this section discusses PCS orders, temporary duty (TEM DU) orders, additional duty (ADDU) orders, temporary additional (TEMADD) orders, repeat travel orders, first duty orders, temporary active duty orders, release from active duty orders or separation orders, and training orders. This section also contains a discussion on the purpose of accounting data in the section that discusses TEMADD.

### **CHANGE OF DUTY ORDERS**

Change of duty orders are orders that detach a member from one duty station and assign him or her to another station. The type of duty from which the member is detached or to which assigned may be either temporary or permanent duty.

#### **Permanent Change of Station Orders**

PCS orders are orders that involve detachment from one PDS and assignment to a new PDS. Periods of TEMDU may be included in orders that assign a new PDS on completion of the TEMDU.

#### **Temporary Duty Orders**

TEM DU orders are orders that involve detachment from one station and assignment to another station or

stations for TEMDU, pending further assignment to a new PDS or for return to the old permanent station. Members on TEMDU are not attached to any PDS.

## **ADDITIONAL DUTY ORDERS**

ADDU orders are orders that assign a member to a duty that they are to perform in addition to and in conjunction with their permanent duty. No travel is authorized by ADDU orders unless specifically stated in the orders.

- The following types of ADDU orders for officers can be issued only by the Chief of Naval Personnel (CHNAVPERS):

- Any ADDU orders that result in an increase in basic pay or allowances of the officer; for example, hazardous duty, additional duty in a flying status involving operational or training flights (DIFOPS), or duty that entitles the officer to incentive pay.

- Any ADDU orders that would entitle the officer to reimbursement for travel expenses.

- Any ADDU orders of a permanent or semipermanent nature more than 6 months in duration to a command other than the officer's parent command, where they perform paramount duty.

- Any ADDU orders to an officer assigning him or her to a command.

- Any ADDU orders for officers other than those in these categories may be issued locally at the discretion of the local commanding officer.

## **TEMPORARY ADDITIONAL DUTY ORDERS**

TEMADD orders (fig. 11-10) are orders that assign a member to TEMDU in addition to his or her present duties, and that direct the member, upon completion of this TEMADD, to resume regular or TEMDU. When travel is involved, one journey away from the member's duty station to one or more places and a return journey to the duty station are directed in the orders.

TEMADD orders automatically expire when the member returns to the duty station from which he or she proceeded on TEMADD. Personnel on TEMADD remain attached to the station from which they initially proceeded on TEMADD. They are subject to the command of each commanding officer to whom they may report for TEMADD.

Competent orders for members attached to nuclear-powered, two-crew submarines undergoing training or rehabilitation (TRAHAB) away from the submarine or its home port should be worded "for temporary additional duty TRAHAB." Verbal or written TEMADD orders that have the effect of making members on active duty a part of the work force of any federal activity or agency outside the DOD may be issued only when those assignments have been approved by CHNAVPERS. The following types of TEMADD orders do not require CHNAVPERS approval when issued by competent authority for members who are in the following situations:

- Performing temporary additional duty under instruction (TEMADDINS)

- Participating in athletic events

- Serving as escorts for congressmen, foreign military officers, and other dignitaries

- Attending authorized meetings, conferences, and seminars

- Performing TEMADD required to meet the CNO-assigned mission of the activity; for example, liaison between naval research and development laboratories and other federal activities such as the Federal Aviation Administration

- Participating in house hunting in conjunction with PCS orders

- Appearing in federal court as witnesses on behalf of the Federal Government as guided by the provisions of the *Judge Advocate General (JAG) Manual*

To the maximum extent possible, military TEMADD travel costs should be borne by those activities whose business or functions are directly concerned. As a general rule, funds chargeable for TEMADD travel expenses are paid by the appropriate sponsor. Requests for determination of the appropriation chargeable in specific cases should be forwarded to the Comptroller of the Navy via the chain of command.

Whenever the need arises for you to type TEMADD orders that require accounting data, you should refer the following publications:

- *Navy Comptroller Manual*, NAVSO P-1000, volume 2, Accounting Classifications, chapter 1, which contains a discussion of the purpose and use of accounting classifications

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS									
1. FROM:					2. STANDARD DOCUMENT NO.				
3. TO:					4. TANGO NO.				
					5. SSN DESIGNATOR				
					6. DATE				
7. REF: (A)					8. <input type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL				
9. PROCEED ON OR ABOUT			10. AUTHORIZED PROCEED ON OR ABOUT		11. APPROXIMATE NUMBER OF DAYS		12. ESTIMATED DATE OF RETURN		
13. ITINERARY (Activity activities and Place places indicated below)						14. <input type="checkbox"/> TEMADD <input type="checkbox"/> TEMADOCN <input type="checkbox"/> TEMADONS			
						15. REASON FOR TRAVEL:			
						16. <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY			
17. FISCAL DATA ACCOUNTING CLASSIFICATION									
APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	BU CONT NUMBER (4)	SUB ALLOT NUMBER (5)	AUTHORIZED ACCTG ACTY (6)	TYPE (7)	PROPERTY ACCTG ACTY (8)	COST CODE (9)	
(7 SYM)	(4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)	
18. ESTIMATED COST							19. CUSTOMER IDENTIFICATION CODE		
TRANSPORTATION \$	PER DIEM \$	MISC EXP \$		TOTAL \$					
20. ITEM (Use applicable item numbers as shown on reverse side of this form)									
"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel expenses"									
21. ADDITIONAL COMMENTS AND INSTRUCTIONS							22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED _____ BY _____ (PLUS _____ YEARS SERVICE)		
23. AUTHENTICATING SIGNATURE									
24. TRANSPORTATION REQUEST MAC TRANSPORTATION AUTHORIZATION FURNISHED									
25. COPY TO: (Include Operating Budget fund manager in all cases)									

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Figure 11-10.—Temporary Additional Duty (TEMADD) Travel Orders, NAVPERS 1320/16.

- *U.S. Navy Travel Instructions (NTI)*, NAVSO P-1459, chapter 3, part C, article 3120, which specifically discusses accounting data

- *Officer Transfer Manual (OTM)*, NAVPERS 15559, chapter 2, which discusses guidance for the use of NAVPERS 1320/1 6

- Your type commander (TYCOM) or fleet commander instruction that discusses preparation

instructions of cost TEMADD orders, including emergency leave orders

### REPEAT TRAVEL ORDERS

Repeat travel orders are orders that authorize a member to perform, in addition to their present duties, such travel from time to time as necessary for a purpose stated in the orders. This travel is from their duty station

to (and from) the points designated in the orders. Repeat travel orders are issued only by CHNAVPERS to members who are in billets that require regular and frequent trips away from their duty stations in the performance of their duties.

## **FIRST DUTY ORDERS**

First duty orders are orders (first set) that assign the following individuals to a PDS:

- Inactive personnel
- Persons being newly commissioned from civilian status

## **TEMPORARY ACTIVE DUTY ORDERS**

Temporary active duty orders are orders (first set) that assign inactive members to TEMDU for a limited or specified period of time and that direct, upon completion, release to inactive duty.

## **RELEASE FROM ACTIVE DUTY ORDERS OR SEPARATION ORDERS**

Release from active duty orders or separation orders are any orders that separate members from active duty in the naval service.

## **TRAINING DUTY ORDERS**

Training duty orders are orders that assign Naval Reserve members to training duty.

## **TRAVEL CERTIFICATE SEPARATION WITHOUT ORDERS**

Regular Navy or Naval Reserve members who are honorably discharged, as distinguished from being released to inactive duty, are not issued release orders.

To provide these members with the necessary substantiation for dependent's transportation and/or shipment of HHG, the *Travel Certificate Separation Without Orders*, NAVPERS 4650/22 (fig. 11-11), is issued to the members according to the NTI, NAVSO P-1459, chapter 4, part A, article 4002, and chapter 7, part D, article 7158.

The travel certificate must be issued as an original. A sufficient number of copies must be made to meet individual requirements. The original and two copies are necessary for dependent's transportation. Four copies, one of which must be certified as a true copy,

are necessary for each shipment of HHG. Orders for separation should not be issued more than 6 months before the effective date of separation.

## **SUMMARY**

This chapter contained a discussion on overseas service. It explained the importance of making sure that personnel are properly screened for overseas assignment to prevent an early return from the overseas area. The section on overseas service discussed the requirement for completing overseas screening requirements for certain locations that are not considered overseas; such as the assignment of personnel to Key West, Florida. Also discussed was the requirement for completion of overseas screening for personnel being assigned to USNS vessels and other units operating in overseas areas for periods of 1 year or more, and the selection of personnel for overseas service. Identification of suitability decision factors were explained. Also explained were overseas screening procedures, what action needs to be taken when personnel are not considered suitable for overseas assignment, and the possible waiver of overseas screening requirements. Actions to take if a member must be reassigned due to unsuitability were identified and screening reports were discussed.

This chapter contained a discussion on command sponsorship of dependents at overseas duty station locations.

This chapter contained a discussion on permanent change of station of members traveling to an overseas location accompanied by dependents, the determination of entitlement to dependent transportation, and dependent entry approval. The purpose of the *Application for Transportation for Dependents*, DD Form 884, and action taken upon confirmation of dependents travel arrangements were discussed.

The purpose and restriction on the use of a no-fee passport was covered, to include the forms used in applying for passports such as the Authorization to Apply for a "No-Fee" Passport and/or Request for Vias, DD Form 1056, Application for Passport Registration, DSP-11, and Application for Passport by Mail, DSP-82. Application procedures for applying for passports in case of personnel who are in the United States and outside the United States were discussed. Finally, various types of orders and the purpose for their issuance and the travel certificate separation without orders were discussed.

**TRAVEL CERTIFICATE  
SEPARATION WITHOUT ORDERS**

(Prepare in triplicate)

DATE: \_\_\_\_\_

NAME (Last, first, middle)	RATE:	SSN:
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In connection with travel claims, I certify that the service record of the above named member contains the following information:

CHARACTER OF SERVICE:	DISCHARGED AT (Name of Activity):	DETACHED (Time and date):
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LAST PERMANENT DUTY STATION:	PAY ENTRY BASE DATE (Paygrade E-4 only):
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PLACE MEMBER ELECTED FOR TRAVEL (City & State) (JTR, par.M4157 or Chapter 5, Part G as appropriate):

TRAVEL CHARGEABLE TO:

RESTRICTION on travel entitlements for member serving less than prescribed period of service.  
If on initial enlistment, did member complete 90% of the period of time (active duty) for which member initially enlisted? YES \_\_\_\_\_ NO \_\_\_\_\_  
If NO, indicate reason for early release (See JTR, par.M4157-1e):

REGULAR	RESERVE
HOME OF RECORD (City & State) (JTR, par.M4157-2 and Appendix J):	HOME OF RECORD AT TIME OF LAST ASSIGNMENT TO ACTIVE DUTY (City & State) (JTR, par.M4157-2 and Appendix J):
PLACE FROM WHICH ORDERED TO ACTIVE DUTY (City & State) (JTR, Volume 1, Appendix J):	PLACE FROM WHICH ORDERED TO ACTIVE DUTY (City & State) (JTR, Volume 1, Appendix J):

DATE COMMENCED CONTINUOUS ACTIVE DUTY WITH NO SINGLE BREAK THEREIN OF MORE THAN 90 DAYS (Show only for members discharged with Severance Pay):

SIGNATURE:

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Figure 11-11.-Travel Certificate Separation Without Orders, NAVPERS 4650/22.